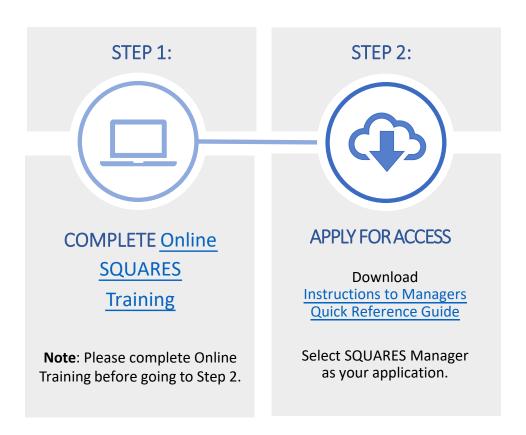
## Getting Started with SQUARES (New SQUARES Managers - VA Grantees)





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## When completing the application process:

- Complete the Steps 1 and 2 on previous page in sequential order.
- If you are a VA Grantee, please skip Part 1 of the Quick Reference Guide for Managers.
- Do not use Internet Explorer.
- Do not bookmark the SQUARES website.
- If you have multiple programs in various locations and you would like to have separate SQUARES Managers for each program, please contact SQUARESAdmin@va.gov.
- If you need to change your SQUARES
  Manager after you acquire SQUARES
  access, contact
  SQUARESAdmin@va.gov and include
  name, email, organization, city, and
  state for both the new and old SQUARES
  Managers.
- Enter the SQUARES website:
  my.va.gov/SQUARES into the Chrome or
  Firefox browser to initially request an
  account and to access the account with
  each new visit.

- Use your business email address. If this information changes in the future, please contact SQUARESAdmin@va.gov.
- Be sure to share information unique to your organization with your new users (e.g., organization, city, state, continuum of care provider(s), and VAMC) so their access requests can be automatically routed to you for review/approval.
- SQUARES Managers will be responsible for reviewing/approving Standard Users within their organization. These requests are automatically routed. Refer to the Manager's Guide for instructions on how to review/approve users within your organization.
- Log into your account at least every 30 days to avoid deactivation. If your access is deactivated for inactivity, contact
  <u>SQUARESAdmin@va.gov.</u> <u>Do not</u> submit a new request.





For technical assistance, please contact <a href="mailto:SQUARESAdmin@va.gov">SQUARESAdmin@va.gov</a>. For additional information, visit <a href="mailto:SQUARES Resources">SQUARES Resources</a>.